

CONFIDENTIAL

Report for Week Ending 16 December 1959
from

25X1

[Redacted]

1. Contributions (Intangible)

- a. Evaluated Employee Suggestion 59-305 and recommended its adoption which would permit indicating defense classifications by typing rather than by stamping the classification marking. Recommended to the Office of Security revisions in [Redacted] which would put this suggestion into effect.

25X1

2. Assignments - Active

- a. Shelf Filing Article for Support Bulletin - Completed draft of the text. Arranged to have "after" photographs taken of the Medical Staff shelf file installation.
- b. Interpretation of EO 10501 Logging Requirements. ~~Mr.~~ ~~Hastings~~ began fact finding preparatory to writing a staff paper to elicit from General Counsel an interpretation of the Executive Order with respect to logging. This project will be coordinated with a study of logging procedures in DD/P to be made [Redacted]

25X1

3. News

- a. [Redacted]
[Redacted] excellent presentation on work measurement in RI/DD/P.

25X1

25X1

[Redacted]

25X1

CONFIDENTIAL